

Position Description

Date Posted: November 21, 2018

Position Title: Biological Research Director

Supervisor: VP for Conservation Stewardship

Classification: Full-time, Regular

Benefits Eligible: Yes

Schedule: M-F, Some weekends & evenings

Pay Range: \$38,500 - \$40,500

Non-Discrimination Policy

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

Summary of Position:

Act as a member of the Conservation Stewardship team, facilitating research, scientific education, and partnership development on and off-site. Priorities include:

- Managing and developing in-house scientific research activities;
- Providing leadership for citizen science initiatives and fostering community connections;
- Recruiting and facilitating guest research projects on KNC properties;
- Analyzing and reporting on KNC research and conservation activities; and
- Improving scientific understanding among KNC staff, members, volunteers, and the public

Duties:

- Develop partnerships with governmental agencies; nonprofit and community-based organizations; corporations; universities, schools, and other educational institutions;
- Participate with and develop partnerships related to local, state, and national initiatives;
- Assist in the hiring, training, and supervision of paid and non-paid staff;
- Develop and implement short and long range budget plans;
- Maintain necessary equipment, supplies, and materials;

- Support the VP for Conservation Stewardship in implementing current and future KNC strategic conservation initiatives;
- Assist with other duties related to the Conservation Stewardship Department and the KNC mission as needed

Entrance Requirements:

- Bachelor's degree in biology, ecology, natural resources management, or related. Master's degree preferred;
- Minimum 3 years' experience working on conservation and/or research projects;
- Experience in developing, delivering, and monitoring biological research;
- Familiarity with Great Lakes Basin flora and fauna;
- Experience in grant writing and partnership development a plus;
- Ability to work as part of a team and independently;
- Ability to work in the field, in various weather conditions, on uneven terrain;
- Demonstrated ability to effectively communicate scientific concepts to a variety of audiences;
- Commitment to the KNC mission;
- Ability to work with a diverse group of people;
- Ability to maintain a flexible work schedule;
- Computer competency. Working knowledge of Word, Excel, PowerPoint;
- Demonstrated ability to work as a self-starter and self-directed

To Apply:

Submit a cover letter, resume and contact information for three professional references through the KNC page on Indeed.com

Deadline to Apply: December 20, 2018